

KNOWLTON TOWNSHIP ELEMENTARY SCHOOL
ANNUAL REORGANIZATION MEETING
DRAFT-AGENDA – January 4, 2021– 7:00 PM

Notice of Meeting

The New Jersey Public Meetings Law was enacted to insure the right of the public to have advance notice of, and to attend the meetings of, public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Knowlton Township Board of Education has caused notice of this meeting to be published by having the date, time and place thereof posted with The Express-Times and The Star Ledger and distributed to the Knowlton Township Elementary School, the Delaware Post Office, and the Knowlton Township Municipal Building.

Call to Order

Flag Salute

Roll Call

Results of the November 5, 2020 School Election

Three Year Term – Board of Education
Ronni Wittreich

Write In Candidate

Administer Oath of Office to Elected/Re-elected/Appointed Members

Election of Board President

The nomination of
of Education made by

as President of the Knowlton Township Board
seconded by

A motion was made by
to close the nominations for President.

seconded by

Vote on candidates for President.

President Presides

Election of Vice President

The nomination of
Board of Education made by

as Vice President of the Knowlton Township
seconded by

A motion was made by _____ seconded by _____
to close the nominations for Vice President.

Vote on candidates for Vice President.

Appointment of 2021 Committees and Delegates by the President

Consent Motion Approval

A motion was made by _____ seconded by _____
to approve the use of a consent motion for the reorganization.

Motion

Reorganization Consent Motion

A motion was made by _____ seconded by _____
to approve the following agenda items numbered 1 through 9 for 2021.

On roll call, motion

1. Adoption of Curriculum

to adopt all existing textbooks/kits and the following curriculum of the Knowlton Township Board of Education for 2021: Math, FOSS/Science, Language Arts Literacy, Social Studies, Health, Physical Education, Fine & Performing Arts, World Language and 21st Century Skills.

2. Adoption of Policy

to adopt all existing policies, by-laws and regulations for the operation of the Board and the school.

3. Approve Permitted Records

to approve certified school personnel to collect and maintain mandated pupil records to include personal data, daily attendance, pupil evaluations, physical health, records regarding the education of educationally handicapped pupils, and all other records required by the State Board of Education (NJAC 6:3-6:3).

4. Designate Newspapers

to designate *Express-Times* as the official newspaper for notices pertaining to Board meetings and for legal advertising, and the *Star Ledger* as an alternate.

5. *Depositories*

to authorize the board secretary to invest the funds of the Board in any or all of the following banking institutions: First Hope Bank, PNC Bank, Newton Trust Company.

6. *Bank Signatories*

to authorize the following signatures on specific accounts of the Board with the Vice-President as alternate on any account:

Current Expense	3	President, Board Secretary and Treasurer
Payroll/Agency	2	Board Secretary and Treasurer
Lunch Program	2	Board Secretary and Superintendent
Student Activity	2	Board Secretary and Superintendent
Petty Cash	2	Board Secretary and Superintendent

7. *Petty Cash*

to approve petty cash funds to be established for July 1, 2021 through June 30, 2022 as stipulated:

<u>Responsible Title</u>	<u>Amount</u>	<u>Maximum Expenditure</u>
Secretary to CSA	\$1,000.00	\$250.00
Secretary to CSA	\$ 100.00	\$ 75.00

8. *Annual Notice of Meetings*

to adopt the following notice:

The Knowlton Township Board of Education, in the County of Warren, New Jersey, will hold monthly and special meetings at the Knowlton Township Elementary School, 80 Route 46, Delaware, NJ at 7:00 p.m. To the extent known, meetings are scheduled for the fourth Monday of the month, except in the case of a holiday or as stated. Work sessions are scheduled for the second Monday of the month at 6:00 p.m. where action may be taken. Any changes will be properly submitted as public notice according to N.J.S.A. 110:4-8 (d) and 10:4-19, pursuant to the Open Public Meeting Act, N.J.S.A. 10:43-6 et seq. as revised April 1980. This Notice will be posted in the following places throughout the year: Knowlton Township Elementary School, Knowlton Township Municipal Building, U.S. Post office in Delaware, NJ and will be sent to The Star Ledger and the Express Times.

Board Workshop Meetings

January 11, 2021
February 8, 2021
March 8, 2021
April 12, 2021
May 10, 2021
June 7, 2021
No Workshop
No Workshop
September 13, 2021
October 11, 2021
November 8, 2021
No workshop

Monthly Meetings

January 24, 2021
February 22, 2021
March 22, 2021
April 26, 2021
May 24, 2021
June 28, 2021
July 26, 2021
August 23, 2021
September 27, 2021
October 25, 2021
November 22, 2021
December 20, 2021 (Third Monday)
January 3, 2022 (**Reorganization**)

9. Personnel and/or Firm Appointments

To appoint the following persons for 2021:

Superintendent – Jeannine DeFalco
Treasurer of School Monies – Randy Wilson
Attorney – Weiner Law Group LLP
Auditor - Ardito & Co., LLP
Insurance Agent for Property/Casualty – Brown and Brown, Inc.
Insurance Broker for Health Insurance – CBIZ, Inc.
Risk Management Consultant – Bob Gemmell, Brown and Brown, Inc.
Custodian of Records – Michael Brennan
Business Administrator – Michael Brennan
Acting (Alternate) Board Secretary for Meeting Purposes – Michael Brennan (Dana Carroll)
Affirmative Action Officer- Dana Carroll
504 Committee Coordinator – Dana Carroll
School Physician – Dr. Eugene Cullen, MD
AHERA Compliance Officer – RK Environmental
Licensed Drinking Water Operator – McGowan Well Water Compliance
Official Bargaining Unit – Knowlton Township Education Association
IAQ Designate – Franklin Bush
Attendance Officer- Joelene Groves
Americans with Disabilities Act (ADA) Coordinator – Dana Carroll
Homeless/Storm Liaison – Jeannine DeFalco
Public Agency Compliance Officer – Michael Brennan
School Safety Specialist (P.L. 2017 c.162) – Jeannine DeFalco
Data Coordinator – Dana Carroll

Old Business

New Business

Upcoming meetings

*Board Workshop meeting- January 11, 2021

*Monthly Board meeting – January 24, 2021

Adjournment

A motion was made by _____
to adjourn the meeting at _____ p.m.

seconded by _____

Motion